

Headteacher
The Link School Sunderland

Education Services
Bunny Hill Centre
Sunderland

Date: January 2021
Our Ref: SE/SE

Tel: 0191 520 5555
Web: www.togetherforchildren.org.uk

This matter is being dealt with by: Sarah Edwards, Governor Support Officer, Governor Support Team, Civic Centre, Burdon Road, Sunderland, SR2 7DN

Dear Headteacher

The Link School Sunderland
Parent Governor Election

It will be necessary to hold an election for one Parent Governors effective immediately. Material has been prepared and is enclosed as follows:

- 1 set of guidelines
- sufficient letters to go out to each family (pupil post)
- nomination forms
- proforma letter to seek personal statements
- personal statement form
- ballot paper
- declaration
- suggested timetable for election

The deadline for return of nominations is the end of the school day on **Friday 28th January 2022**. The original signed nomination form should be returned to the Governor Support Team.

If you have any queries please do not hesitate to contact the Governor Support Team.

Yours sincerely

Sarah Edwards
Governor Support Team
Direct Line: 07584 272 399
E-mail: sarah.edwards@togetherforchildren.org.uk

THE LINK SCHOOL SUNDERLAND

ELECTION FOR PARENT GOVERNOR

Introduction

These guidelines should hopefully answer any queries which may arise. Members of the Governor Support Team will, however be happy to deal with any questions you may have and to offer advice.

Definition of a Parent Governor

An elected Parent Governor is a person with parental responsibility (see definition of a parent) who is elected as a member of the Governing Board of the school by parents of registered pupils (including nursery pupils) at the school, and who is such a parent at the time when elected.

Definition of a parent

The Children Act 1989 introduces the concept of parental responsibility. The following have parental responsibility:

- all natural mothers, except where the child is subsequently adopted;
- all natural fathers married to the child's mother at the time of birth, or subsequently;
- natural fathers who have obtained parental responsibility by court order, formal agreement lodged at court, or residence order.
- adoptive parents.
- guardians appointed by will or agreement.
- all persons holding a residence order.

Any questions as to whether a person is to be treated as parent of a registered pupil at the school is to be determined by the authority in the case of county schools. In the first instance, however, a provisional view can be received from the Headteacher.

New restrictions mean that anyone employed in any capacity at the school for 500 hours or more per year will no longer be eligible to serve as a Parent Governor. An elected member of the Local Authority is also not eligible to serve as an elected Parent Governor.

Nomination form

A nomination should be supported by another parent, who also has a child at the school. The time given for return of the completed nomination form is marked on the form. The original signed nomination form should be returned to the Governor Support Team.

If the number of nominees is not greater than the number of Parent Governors required, those nominated are simply declared to be governors and the form should be sent to the Governor Support Team for action. If the number of nominees is greater, then it is necessary to hold an election.

The election

The Headteacher will act as returning officer for the school.

In order for parents to make an informed decision, it will be necessary for personal statements to be sought from those parents who have put their names forward for election. The school will be responsible for seeking personal statements and a sample letter is attached, and also some blank personal statement sheets.

Ballot papers and accompanying statement(s) will be printed centrally and these will be delivered, with ballot envelopes, to the school.

Voting will be on the basis of one vote per parent per vacancy. Accordingly, regardless of the number of children a parent has in school, each parent has only one voting right. Where possible, schools should ensure that each parent receives only one, but as a reserve measure, this restriction will be printed on the ballot paper itself. Ballot papers will also need to be posted, or otherwise delivered, to parents whose child is absent from school when the ballot papers are issued.

Schools are asked to note that, where it is necessary to hold a ballot for a Parent Governor, each parent is eligible to vote in the election. Unless schools have information to the contrary, it is recommended that they should assume that there are two parents per household and supply two ballot papers/envelopes accordingly.

Ballot papers should be returned to the school in the envelope provided. The ballot will be secret, so there is no requirement that the ballot paper is signed. Parents will be instructed on the ballot paper to sign across the seal of the envelope. Headteachers may then check the name on the envelope for entitlement to vote and note the return of the ballot paper.

There will be no proxy voting.

The count should take place as soon as possible after the time given for the return of ballot papers and certainly on the same day. The candidates - or their nominated representative - should be invited to be present. The Governor Support Team can assist with the count if requested.

The returning officer will have responsibility for deciding the validity of dubious or spoilt ballot papers. In the event of a tie, a recount of votes should be made. If the votes are still equal, the decision as to who is to be elected to be a governor will be made by drawing lots.

A declaration form has been provided and this should be completed by the Headteacher and the result notified to all parents, and to the LA (Governor Support Team).

The ballot papers should be retained securely for one month, in case the election result is challenged.

If vacancies remain for Parent Governors, the required number may be made up by persons 'appointed' by other members of the Governing Board (The Clerk to the Governing Board will advise on this procedure if it is to be considered), or by a repeat of the election process.

DBS checks - It should be noted that the appointment of a Parent Governor will be subject to a satisfactory Disclosure and Barring check. The Local Authority is responsible for processing these checks on School Governors (not the school).

To all parents of pupils at
The Link School Sunderland

Date: January 2022
Our Ref: SE/SE

Education Services
Bunny Hill Centre, Hylton Lane
Sunderland
SR5 4BW

Tel: 0191 520 5555
Web: www.togetherforchildren.org.uk

This matter is being dealt with by: Sarah Edwards, Governor Support Officer, Governor Support Team, Bunny Hill Centre, Sunderland, SR5 4BW

Dear Parent

THE LINK SCHOOL SUNDERLAND
Parent Governor Election

One vacancy exists at your child's school for a Parent Governor with immediate effect. Governors serve a four year term and the Management Committee will comprise:

- 1 Local Authority Representative Governor
- 1 Parent Governors
- 2 Staff Governors (inc. Headteacher)
- 8 Co-Opted Governors

I am writing to you, on behalf of Education Services, to seek nominations for this Parent Governor positions. You would be expected to attend Management Committee meetings at least once a term and the powers of the Management Committee broadly are:

Working alongside the Headteacher, governors' responsibilities now include :-

- attending meetings regularly and contributing to discussions. Governing Boards must meet at least three times per year.
- helping to establish the aims, policies and objectives of the school, and how standards of education can be improved
- helping to draw up the School Development Plan
- setting the school budget and monitoring expenditure
- ensuring that the national curriculum is implemented and hearing any complaints about its delivery
- appointing, promoting, supporting and disciplining school staff, and deciding their salaries
- acting as a link between the local community and the school
- producing an action plan after an OFSTED inspection and monitoring how the plan is put into practice
- considering cases of excluded pupils
- establishing a Performance Management Policy
- ensuring accountability

You do not have to be an expert on education to be a member of the Management Committee, and we value the contribution that all members bring to the role. Nevertheless a key consideration in the appointment and election of all new governors should be the skills and experience the Management Committee needs to be effective. It is therefore important that all prospective governors for election or appointment understand the role of a governor and that they will be expected to adhere to a governance Code of Conduct.

Any specific skills or experience that would be desirable in a new governor, such as the willingness to learn or skills that would help the Management Committee improve its effectiveness and address any specific challenges it may be facing.

If you would like to be nominated as a Parent Governor please contact the school where nomination forms are available. In the event that there are more nominations than vacancies, it will be necessary to hold a ballot. Please note that the deadline for completed nomination forms to be returned to the school is the end of the school day on **Friday 28th January 2022**.

It should be noted that the appointment of a Parent Governor will be subject to a satisfactory Disclosure and Barring Service check (DBS). The Council is responsible for processing these checks on school governors and candidates can be assured that all information is treated in absolute confidence.

Yours sincerely

Sarah Edwards

Sarah Edwards
Governor Support Team
Direct Line: 07584 272 399
E-mail: sarah.edwards@togetherforchildren.org.uk

putting
the child first

Working on behalf of Sunderland City Council.

www.togetherforchildren.org.uk

ELECTION OF A PARENT GOVERNOR TO THE MANAGEMENT COMMITTEE OF THE LINK SCHOOL SUNDERLAND

NOMINATION FORM – PARENT GOVERNOR ELECTION

You only need to complete this form if you wish to apply to become a Parent Governor of the above school.

Step 1

Before completing this nomination form, please carefully note the list of disqualifications below. If any of these apply to you, it will mean that you are ineligible to serve as a Parent Governor: -

You are disqualified from holding office if you:

- a) are not a parent of a registered pupil at the school at the time of your election (although it should be noted that you are entitled to complete your term of office if your child leaves the school during your term)
- b) are the subject of a bankruptcy restrictions order, an interim bankruptcy restrictions order, a debt relief restrictions order or an interim debt relief restrictions order
- c) have been convicted of an offence, either within the UK or elsewhere, punishable by a sentence of imprisonment (whether suspended or not) without the option of a fine:-
 - (i) for a period of at least three months within the past five years; or
 - (ii) for a period of not less than two and a half years during the past twenty years;or
 - (iii) for a minimum period of five years.
- d) have been convicted of an offence under Section 40 of the Local Government (Miscellaneous Provisions) Act 1982 (nuisance and disturbance on education premises) or Section 547 of the 1996 Act, which took place on any school premises and were sentenced to a fine;
- e) employed in any capacity at the school for 500 hours or more per year
- f) are below the age of 18 years.
- g) you have been removed from office as a charity trustee by order of the Charity Commissioners or the High Court.
- h) where at any time you are included in the list of teachers and workers with children or young persons whose employment is restricted (List 99/Barred List)
- i) where you have been disqualified from being a proprietor of an Independent School or for being a teacher or other employee in any school
- j) where a governor refuses a Disclosure and Barring Service check
- k) Have been disqualified as a Parent Governor in another School in any Local Authority within the last 5 years

If, having read the above list of disqualifications, you are satisfied that you are eligible to serve as a Parent Governor, proceed to step 2 overleaf.

Step 2

Complete all of your details below: -

Miss/Mrs/Mr/Ms (please delete as appropriate)

Full name.....

Date of Birth.....

Address.....

.....

Postcode..... Tel No

E-mail.....

Your occupation (if any)

Name of Employer (if applicable)

Name of pupil(s) attending the school (and class/year group if known)

.....

Step 3

You will need to get your nomination supported by another parent at the school

Supported by:

Miss/Mrs/Mr/Ms (please delete as appropriate)

Full name

Parent of the following pupil(s)

Signature of supporter

Step 4

Declaration – I confirm that I am willing to stand for election as a Parent Governor of The Link School Sunderland, and that I am not disqualified. I understand that I will be required to undertake a Disclosure and Barring Service (DBS) check

Signature..... Date.....

Step 5

RETURN THIS FORM TO SCHOOL BY FRIDAY 28TH JANUARY 2022

PROFORMA LETTER REQUESTING PERSONAL STATEMENT

Dear

THE LINK SCHOOL SUNDERLAND

It will be necessary to have a ballot to fill the Parent Governor vacancy. You are invited to complete a personal statement which will be circulated to all parents, along with the ballot paper and any other statements submitted. A blank personal statement is attached and this should be returned to the school by Friday 4th February 2022.

It is entirely up to the discretion of the candidate what is included in the personal statement, including reasons for wishing to become a governor and any other personal information.

Yours sincerely

Headteacher

PERSONAL STATEMENT

Name

The above parent has chosen to submit a personal statement as follows:

THE LINK SCHOOL SUNDERLAND

ELECTION OF PARENT GOVERNOR

DECLARATION OF RESULT

Name

No. of votes received

Mr/Mrs is elected to serve as Parent Governor on the Governing Board of this school.

Signed _____
Headteacher

Date _____

To: all parents of pupils at the school;
Governor Support Team